

Reading Guide

for DOE Order 225.1, *Accident Investigations*

Objectives

After studying this order, you should be able to:

- Identify its purpose and application;
- Define key terms; and
- Distinguish between personnel responsibilities.

These objectives will be tested by your ability to pass a quiz with a score of 15 out of 20 or better.

Time

You will need roughly two hours to read the order, complete the reading guide, and take the quiz.

Materials

This reading guide, a copy of the order, a highlighter, and pen.

Certification

Contact your training coordinator for a copy of the quiz pertaining to this order. Upon passing the quiz, complete the attached certificate for your file.

Developed by the Oakland Operations Office, Training and Development Branch, in support of Technical Qualification Standard: Project Management, Competency 2.3.

For additional copies, contact Margaret Smeaton at 510-637-1840.

Reading Guide

As you read DOE Order 225.1, use the guide below to focus your thinking and to prepare for your discussion of this order with your supervisor. Taking the time to write your thoughts down will help you retain the information longer and make it more useful to you on the job. Be sure to write down questions as you read. Find a source—perhaps your supervisor—to answer them. You may also wish to highlight sections most pertinent to your job so that you can use the order as a job aid for future reference.

Overview

In your own words, state the:

- a. Objective of the order

- b. Applicability of the order

Key Terms and Requirements

Summarize the main activities associated with each of the following stages of an accident investigation:

1. Appoint the Accident Investigation Board

2. Investigate the Accident (be sure to identify the four general elements of the scope for any accident investigation in paragraph 4b(1)(b)).

3. Report Investigation Results

4. Close Out Investigation

What are the differences between a Type A and Type B investigation?

Make a list of any key terms you wish to remember and their meanings.

Responsibilities

Distinguish between the key responsibilities of the following personnel:

Assistant Secretary for Environment, Safety and Health

Secretarial Officer

Heads of DOE Elements

Contractor

Make a list of your personal responsibilities as detailed in this order.

Points of Interest

Note items you wish to discuss with your supervisor or that you want to remember for future reference.

Certificate of Completion

Please complete the certificate below. Provide a copy to your personnel office to include in your file and keep the original for your own reference.

I hereby confirm that I took the quiz for DOE Order 225.1, Accident Investigations and

() passed

() did not pass

with a score of 16 out of 20 or higher.

Signed _____ Date _____

Accepted by Supervisor _____ Date _____

I have discussed DOE Order 225.1, Accident Investigations, with _____ and am confident that he/she has a familiarity level knowledge of the order.

Supervisor's Signature _____ Date _____